APPROVAL OF SUBSTANCE ABUSE / DRUG POLICY

Principal

College Board Chair

Date: 22 October 2013

Review Date: October 2016
VISION STATEMENT

We nurture in our endeavours God's gifts of holy friendship, a passion for learning and celebration of personal excellence.

St Francis de Sales College is committed to minimising the harm to members of the College community associated with the inappropriate use of drugs and alcohol, prohibited and illegal substances on school premises and at authorised College activities.

OUR MISSION

St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals' skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfilment through life enhancing relationships.

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings
- foster the engagement of faith and reason
- develop a love of learning and independent thinking
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
- become a socially responsible contributor in the community and to society
- acquire virtue and wisdom and respond generously to others throughout life.

DEFINITION

A drug is any substance which, when taken into the body, alters its function physically or psychologically. The term drug is used generically to include tobacco, alcohol, pharmaceutical drugs illicit drugs, solvents and inhalants. (National School Drug Education Strategy 1999). Please also refer to Appendix A: Quick drug reference for school communities (DECD Intervention Matters: Incident guide and checklist).

RATIONALE AND PHILOSOPHY

St Francis de Sales College is committed to maintaining a safe, secure and supportive environment for its community and recognises engagement in learning as a strong protective factor against drug-related and other risks for young people.

The College takes action to build protective factors and well-being through resilience and PERMA to minimise inappropriate drug use by students and to intervene if it occurs by taking a whole of school approach. The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs are not accepted, and will be dealt with as a health issue as well as upholding the expectations and obligations of the College policies and procedures and state and federal laws.
Links to other College initiatives

This policy relates to our Pastoral Care program which pervades all aspects of College life and promotes student resiliency and well-being. Our harm minimisation approach aims to reduce the risks associated with inappropriate drug use and to foster healthy, safe behaviours for students, staff and families.

Drug education is taught as part of a sequential and developmentally appropriate R-12 curriculum, encouraging healthy life choices and having proper regard for the interests, rights, safety and well-being of all members of our College community.

Partnerships are sought with parents, local health and community agencies, e.g. South Australian Police (SAPOL) and Child and Adolescent Mental Health Services (CAMHS) to assist the College to address drug issues.

PURPOSES/AIMS

Through this policy and procedures, St Francis de Sales College aims to:

- provide a healthy, safe, secure and supportive environment for the College community, particularly its students
- take positive action to deter any use of prohibited substances by providing an ongoing comprehensive health/drug education program
- provide parents/caregivers, staff and students with details of how the College will deal with drug-related issues based on natural justice and procedural fairness.

HARM MINIMISATION

In conjunction with preventative programs St Francis de Sales College recognises our responsibility to model best practice among staff and assist in educating parents in the provision of a safe environment for students.

Our R-12 curriculum programs will include information and activities designed to support students in:

- refraining from experimental, infrequent or regular use of any harmful drugs
- developing strategies for maintaining a healthy, positive lifestyle
- taking care to ensure their own health and safety and avoiding adversely affecting the safety of others.

INTERVENTION

Intervention is intended to support harm minimisation for those using drugs inappropriately. Intervention procedures may also involve CARL reports, SAPOL and medical and community agencies, such as CAHMS.

Positive intervention strategies may include:

- education of staff and students to assist them to recognise signs of harmful drug use
- implementation of appropriate referral information and procedures
- establishing and disseminating of procedures for dealing with inappropriate drug use
• prohibiting possession, use, distribution and selling of illicit and unsanctioned drugs at school and at any school event or activity.

While attending St Francis de Sales College or any College function students must not:
• possess and or consume tobacco, drugs or any other illegal or prohibited substance
• drink alcoholic beverages
• inappropriately use prescribed or over-the-counter medicines (OTC)
• inappropriately use solvents/inhalants
• possess drug-related objects.

The possession, sale, supply, exchange or negotiation regarding substances in relation to any of the above is also prohibited.

Students requiring medication at school need to provide details of the medication to the College and provide a medical management plan from their medical practitioner if the medication needs to be taken at school for more than three weeks duration.

EXPECTATIONS

The possession, use and/or distribution of illicit and other unsanctioned drugs is not permitted at St Francis de Sales College.

Neither does the College condone the inappropriate use of legal drugs (such as prescription, or over-the-counter medications) and the possession of drug-related objects unless medically authorised.

This policy applies to student attendance on College premises, at College functions, excursions, camps and when representing the College or wearing the College uniform.

Student medication needs to be provided to the school for safe keeping and to be provided to the student as required and directed by the medical practitioner.

Where there is a reasonable suspicion that a student has an illegal/unsanctioned substance in their possession, the Principal or appointed nominee, accompanied by another adult, may request to search that student’s person, possessions, locker and bag, in accordance with procedural guidelines set by the Catholic Education Office.

Procedural fairness in the management of suspected drug-related incidents

The College will support procedural fairness by explaining to the student:
• the need for parents to be contacted and informed
• what is alleged to have occurred and its relationship to their own health and safety and the health and safety of others
• the form of proceedings and the follow up process which will occur
• their right to be heard, to put forward their point of view, to question the evidence and to ask questions
• their qualified right to privacy
• their right to be represented by an advocate of their choice.
If suspected drug-related incidents occur and drug issues arise, they will be managed and responded to in ways that:

- minimise the harm to all members of the College community
- ensure the well-being, educational future and ongoing support for the student/s involved.

**Management of a suspected drug-related incident**

Evidence of involvement with drugs, including illicit and unsanctioned drugs, may cause staff to investigate whether:

- drugs have been or are being used
- students are or have been in possession of drugs or instruments used with drugs
- students are or have been present when drugs are being used by others.

In such circumstances the following will occur:

- the safety and well-being of students will be considered paramount: they may need to be treated as unwell in accordance with the College’s health plan and/or emergency procedures
- parents will be contacted in instances of suspected possession, use or distribution of drugs
- the police will be informed in instances of suspected possession, use or distribution of: illicit drugs, drug paraphernalia, illegal behaviour involving legal substances, when an unidentified substance is suspected of being a drug
- the Catholic Education Office will be advised when suspected drug-related incidents involve the police
- consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. Consequences could involve suspension or exclusion
- CARL notifications will be made by the staff member(s) with information pertaining to these circumstances.

Follow up support for student well-being will be implemented by the College Counsellor in the first instance. Follow up could involve referral to an outside agency.
RESPONSE AND ACTION
For procedures and consequences for dealing with students who are involved with both legal and illegal substances, the following flow charts and further reference guides are provided:

RESPONSE AND ACTION FOR DEALING WITH STUDENTS INVOLVED WITH ILLICIT DRUGS AND SUBSTANCES
Please refer to Appendix A: Quick drug reference for school communities (DECD Intervention Matters: Incident guide and checklist) for what is considered legal or illegal, e.g. alcohol is illegal if the student is a minor (under 18 years of age), in which case the police must be notified.

For further guidance in managing and recording a suspected drug-related incident, please refer to Appendix A: DECD Intervention Matters: Incident guide and checklist.

Situation

Immediate action:
- inform student of proceedings
- collect information
- determine facts
- inform Principal
- contact SAPOL and act on what SAPOL recommends to parents
- inform parents.

Follow-up action

If a student is:
- under the influence of an illegal drug
- found in possession of an illegal drug
- found to possess a utensil or materials for administration and/or preparation of a drug.

- Attend to safety and welfare of student and community access; first aider to call 000 if required.
- Collect and quarantine suspected drugs or equipment
- Collect facts

- Notify SAPOL – seek their guidance before proceeding
- Provide student with support
- Notify parents
- Seek agreement of student and family to participate in targeted intervention
- Seek advice from relevant agencies
- Link student and family to community support/counsellor
- Determine restorative action and negotiate management plan
- Provide appropriate and ongoing student welfare support for the student/s and family/ies concerned
- Place a negotiated contract between student, parent/guardian and the College (this contract may require attendance at counselling or treatment programs)
- Arrange for student’s ongoing schooling
- Inform staff as appropriate
- Re-entry meeting

If repeated behaviour with illegal drugs continues, the student’s enrolment will be reviewed. This could lead to expulsion or negotiated transfer of the student.
RESPONSE AND ACTION FOR DEALING WITH STUDENTS INVOLVED WITH LEGAL DRUGS

Please refer to Appendix A: Quick drug reference for school communities (DECD Intervention Matters: Incident guide and checklist) for what is considered legal or illegal, e.g. alcohol is illegal if the student is a minor (under 18 years of age), in which case the police must be notified.

For further guidance in managing and recording a suspected drug-related incident, please refer to Appendix A: DECD Intervention Matters: Incident guide and checklist.

If a student:
- is under the influence of tobacco or alcohol
- is found in possession of tobacco or alcohol
- is found inappropriately in possession of a prescribed drug
- has dispersed or distributed drugs or alcohol
- has inappropriately used OTC medications.

Attend to safety and welfare of students

**Situation**

Immediate action:
- collect information
- determine facts
- inform Principal
- contact parents.

**Tobacco**

- **First offence:** Internal suspension/withdrawal of privileges
- **Subsequent offences:** Suspension
  - Interview with Deputy or Principal to determine conditions of enrolment

**Alcohol/solvents/volatile substances**

- Immediate suspension
- Referral to College Counsellor
- Referral to drug and alcohol counsellor
- Interview with Principal to determine conditions of enrolment

**Prescribed medication and OTC Medications**

- Immediate suspension
- Referral to College Counsellor
- Referral to drug and alcohol counsellor
- Interview with Principal to determine conditions of enrolment

- Provide student with support
- Seek agreement of student and family to participate in targeted intervention
- Link student and family to community support
- Determine restorative action and negotiate management plan
- Provide appropriate and ongoing student welfare support for the student/s concerned
- Place a negotiated contract between student, parent/guardian and the College (this contract may require attendance at counselling or treatment programs)
- Arrange for student’s ongoing schooling
- Inform staff as appropriate
- Mandatory notification

If repeated behaviour with legal drugs continues, the student’s enrolment will be reviewed. This could lead to expulsion or negotiated transfer of the student.
ACCESS TO SUPPORT SERVICES

College-based confidential support on drug issues, and as follow up to drug-related incidents, is available through the College Counsellor for students, parents/guardians and staff.

The College may also refer parents/guardians and students to drug counsellors, Child Adolescent and Mental Health Services (CAMHS) or other services depending on need.

24 hour information and counselling is available through a number of agencies, including:

- Kids Help Line 1800 55 1800
- Parent Help Line (SA) 1300 364 100
- Alcohol and Drug Information Service 1300 13 1340

USE AND MANAGEMENT OF MEDICATION

Non-prescription medication will ONLY be administered by the College to students whose parents/guardians have provided written permission via the Student Medical Information form, signed by a Doctor.

In the case of home-provided medications, it is the responsibility of the parent/guardian to inform the College with storage and administration being negotiated between all parties on a case-by-case basis, in line with College protocol.

PROVISON OF DRUG EDUCATION IN THE CURRICULUM

As part of St Francis de Sales College's efforts to be a health-promoting school, the curriculum aims to be proactive. It encourages healthy life choices and harm minimisation strategies.

St Francis de Sales College is aiming to develop a program of Drug Education through Reception to Year 12. The Life Education Van through Reception – Year 4 assists with this process. Curriculum areas addressing alcohol, tobacco, cannabis and other illicit drugs will be audited. Some senior subject curriculum addresses drug issues through Religious Education (Made in the Image of God and Crossways Framework) and Health Education.

Curriculum review is an ongoing process through the Heads of Schools. It is a goal of the Heads of Schools to ensure that drug education reaches every student at every year level.

ENHANCEMENT OF HEALTHY LIFE CHOICES

St Francis de Sales College encourages its students to make healthy life choices through:

- the College’s extensive curriculum, including Religious Education at each year level
- encouraging active participation in its broad extra-curricular program
- participation in College masses, liturgies and assemblies
- the availability of one-to-one or small group counselling, problem solving and conflict resolution
- student leadership opportunities including team captains, senior leaders, Student Representative Council, and peer support
- the Pastoral Care Program, Program Achieve promoting healthy life choices
- Kids Matters, Mind Matters and YEP.

This policy has been developed in the interests of all students/families in our community.
MONITOR AND REVIEW
This document will be reviewed within three years of the date of issue. Changes in legislation or Catholic Church Policy may necessitate earlier review and subsequent amendment or re-issue.

SUPPORTING DOCUMENTS
The following St Francis de Sales College policies:
Personal Responsibility Policy
Duty of Care Policy
Child Protection Policy
Anti Harassment Policy

APPENDIX A: DECD INTERVENTION MATTERS: INCIDENT GUIDE AND CHECKLIST (REVISED 2011)
The school’s jurisdiction, legal obligations and working in partnership

Schools, and principals in particular, need to use their professional judgment in determining their legal obligations and DECS requirements regarding when and whom to notify in the case of suspected drug-related incidents. The seriousness of the incident will frequently influence the decision of whom to contact. In all cases, the police, DECS Drug Strategy, Legislation and Legal Services or the regional office can be contacted for advice.

There is a clear demarcation line between the authority or jurisdiction of the school and that of the police in managing illegal drugs incident in schools.

- By law, in the case of the use or possession or suspected use or possession of illicit drugs or drug paraphernalia, the police must be notified. DECS policy is that the regional director must be notified and the incident reported using the Incident and Response Management System (IRMS).
  - In the case of a legal drug being used illegally, for example, alcohol use or possession at school, principals are required to contact police… Whenever police become involved, regional directors should be notified and incidents reported using the Incident and Response Management System (IRMS). The obligation to notify these parties becomes increasingly stronger, the more serious the incident.
  - In the case of legal drugs being used in an unsanctioned way, principals should use their discretion as to whom to contact…

In all incidents, schools should take a ‘wellbeing first’ approach, while responding to legal and policy obligations.

From Intervention matters Part 3: Managing suspected drug-related incidents.
# Quick drug reference for school communities

<table>
<thead>
<tr>
<th>Substance and ways of taking</th>
<th>Legal status</th>
<th>School sanctioning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Caffeine</strong> Oral</td>
<td>Legal</td>
<td>Generally sanctioned, but not coffee, iced coffee and ‘energy drinks’ are in the Red Category of the DECS Right Bite Healthy Food and Drink Supply guidelines and are banned from sale in school canteens and vending machines. Bringing caffeinated products to school may be unsanctioned under a local school policy.</td>
</tr>
<tr>
<td><strong>Tobacco</strong> Smoked</td>
<td>Illegal for any person to sell or supply a cigarette to a person under 18 years. Smoking is banned in enclosed, public places, workplaces and shared areas in South Australia.</td>
<td>Use not sanctioned by anyone on school grounds.</td>
</tr>
<tr>
<td><strong>Alcohol</strong> Oral</td>
<td>Supply or sale of alcohol to a person under 18 years in a public place, such as school or hotel is illegal. Possession and use for young people in a school is illegal.</td>
<td>Use not sanctioned by students at school functions. Use not sanctioned by staff, even out of hours, whilst holding duty of care responsibilities. School staff must utilise harm minimisation principles as an OHSW obligation if consuming alcohol whilst students are not present, eg staff Friday night drinks.</td>
</tr>
<tr>
<td><strong>Over the counter /analgesics</strong> (eg Panadol, Disprin) Oral</td>
<td>Legal, but not to be supplied to students by other students.</td>
<td>Sanctioned in accordance with DECS Health Support Planning Guidelines. School staff should store and supervise only that medication which has been prescribed by a doctor for a student for a specified period of time, and is used according to the agreed plan.</td>
</tr>
<tr>
<td><strong>Prescribed medication</strong> (eg Insulin, Ritalin, asthma medication) Injection/Oral</td>
<td>Legal if prescribed by a doctor. Illegal for any person to supply/distribute/sell prescription medication which has not been prescribed for that person. Police need to be advised.</td>
<td>Sanctioned only if used appropriately and within the law. Must be securely and appropriately stored.</td>
</tr>
<tr>
<td><strong>Volatile substances</strong> (eg whipped cream dispensers, petrol, sprays/toluene/nitrous oxide inhalation)</td>
<td>Controlled Substances Act states it is illegal for a person to sell or supply a volatile substance if they suspect it will be inhaled or supplied to someone else who will inhale it.</td>
<td>Sanctioned only if used appropriately and within the law. Must be securely and appropriately stored.</td>
</tr>
</tbody>
</table>

## Illicit drugs—police must be advised. Unsanctioned by schools

<table>
<thead>
<tr>
<th>Cannabis</th>
<th>Hallucinogens</th>
<th>Meth/Amphetamines</th>
<th>Heroin</th>
<th>Cocaine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana Oral/Smoking</td>
<td>Magic mushrooms Oral</td>
<td>Speed, Ecstasy, Ice Snorting/Injecting Oral/Anally</td>
<td>Oral Smoking</td>
<td>Snorting/Injecting Oral/Anally</td>
</tr>
</tbody>
</table>

## Drug paraphernalia

<table>
<thead>
<tr>
<th>Smoking paraphernalia</th>
<th>Legal status</th>
<th>School sanctioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>May be home-made as a pipe or empty plastic bottle with short hose attachment, or may be metal and dismantled into smaller parts.</td>
<td>Not illegal to have an unused pipe with no intent to use. Illegal to have an instrument which has been used or with intent to use for smoking cannabis. Police need to be advised.</td>
<td>Sanctioned only for medical use under agreed medication management plan. Unsanctioned for any other purpose.</td>
</tr>
</tbody>
</table>

| Needles/syringes | A syringe or needle is not illegal. | |

| Unknown substance | Possibly illegal. Needs to be referred to police for identification. | Possibly unsanctioned. |
### Incident management checklist—suspected drug-related incident

The following checklist is designed as a quick reference tool for principal and/or delegate’s own use if they choose to.

<table>
<thead>
<tr>
<th><strong>Check box</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has First Aid/ Emergency Care been attended to?</strong></td>
</tr>
<tr>
<td><strong>Are the basic facts to ensure safety of student/s known?</strong></td>
</tr>
</tbody>
</table>
| **Has the safety and wellbeing of all students involved been attended to?**  
(Are there other students who have taken the substance?) |
| **If appropriate has the student/s been escorted to a safe, confidential place where the state of health can be closely observed? (Health and wellbeing issues paramount)** |
| **Is the student assessed as ‘well’ to continue the interview?** |
| **Is there a presumption of innocence until proven otherwise?** |
| **Is there any evidence?**  
If yes, has the evidence (drugs/drug paraphernalia) been secured?  
Witnessed by: |
| **Has the student/s been informed as to:**  
• steps of process that will now occur  
• right to representation by advocate of choice  
• right to be heard, including the right to remain silent  
• right to question evidence  
• right to hear what is alleged and to know reasons for determinations? |
| **Have you discussed informing the parents/caregivers with the student and ascertained any issues of concern with engaging parents/caregivers?** |
| **Have parents/caregivers been informed?**  
If a decision has been taken not to inform parents at this stage, it has been made on the basis of:  
• being in the best interest of the child’s welfare  
• on police advice, pending investigation  
• the student (over 18 years) requesting that parents not be contacted |
| **If parents unavailable to attend school, have they offered another time?**  
If yes, when?  
Are there any considerations as a result of contact with parents/caregivers? |
<p>| <strong>In the case of a more serious incident, and especially if police are required, has the student or parent/caregiver requested a legal advocate (eg solicitor) to be present?</strong> |
| <strong>Has the student been offered the right to have a procedural observer of their choice present?</strong> |
| <strong>Has the student admitted to using, possessing or distributing the drug?</strong> |</p>
<table>
<thead>
<tr>
<th>Do you know what the substance/equipment is?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If yes, is it</strong></td>
</tr>
<tr>
<td>Legal, but unsanctioned in a school? (e.g. tobacco)</td>
</tr>
<tr>
<td>Illegal for youth in a school (alcohol) – call police for advice</td>
</tr>
<tr>
<td>Legal to possess, but illegal to supply (e.g. supplying prescription medicine to others) – is there a need to call police as collaborative partners or to clarify legality issues?</td>
</tr>
<tr>
<td>An illicit substance or drug paraphernalia—call police and suspend further school investigations</td>
</tr>
<tr>
<td><strong>If No, do you need to:</strong></td>
</tr>
<tr>
<td>Call police for search of student or school property?</td>
</tr>
<tr>
<td>Call police for identification of substance?</td>
</tr>
<tr>
<td>If appropriate, has the regional office been informed?</td>
</tr>
<tr>
<td>Does your manager, regional support services need to be involved? (Intent to exclude, developing an alternative program, early intervention strategy)</td>
</tr>
<tr>
<td>Is there a need to make a mandatory report or to seek advice regarding a report?</td>
</tr>
<tr>
<td>Continue with interview, using <strong>Student interview record—Suspected drug-related incident</strong></td>
</tr>
</tbody>
</table>

### Follow-up record

To be completed by principal/delegate or procedural observer following student interview and all police investigations.

<table>
<thead>
<tr>
<th>If there has been police involvement, will the student be involved in any police/justice program? (Police Drug Diversion Initiative or Early Intervention Pilot Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, detail</td>
</tr>
<tr>
<td>Has there been a decision on disciplining student behaviour?</td>
</tr>
<tr>
<td>If yes, has the student been advised of the decision and any appeal process to which they are entitled?</td>
</tr>
<tr>
<td>Has school-based support for the student/s been put in place?</td>
</tr>
<tr>
<td>Is there a necessity to contact other agencies to support student and family?</td>
</tr>
<tr>
<td>Have these been agreed to by the student and (if under 18) the family?</td>
</tr>
<tr>
<td>If yes, which ones?</td>
</tr>
<tr>
<td>Has the incident been reported through the Incident and Response Management System (IRMS) if required?</td>
</tr>
<tr>
<td>Have the appropriate staff been informed of the determination whilst affording the student the right to (qualified) privacy?</td>
</tr>
<tr>
<td>Has the school discussed reviewing the drug policy/behaviour code?</td>
</tr>
</tbody>
</table>
Managing suspected drug-related incidents in overview

(See Intervention matters Part 3: Managing suspected drug-related incidents for rationale and detailed procedures)

<table>
<thead>
<tr>
<th>Incident</th>
<th>Student/s suspected of possessing, distributing or using a drug or drug paraphernalia, including being drug affected.</th>
</tr>
</thead>
</table>
| Initial procedures for staff at incident — all drugs | Calmly but firmly intervene, ensuring the safety and health of student/s and particularly utilising OHS&W principles in caring for yourself.  
1. Consider calling on additional staff. If intervening staff member is not a teacher, a teacher should be called to the scene.  
2. Assess health and safety of all student/s involved e.g. the need for an emergency response (Phone 000).  
3. Inform student/s of concerns, seek cooperation, outline initial procedures which might follow and keep students informed of their rights.  
4. Note details of incident throughout and record when practical—who, what, when and where.  
5. Safely, collect any suspected drugs and drug paraphernalia, awaiting police collection.  
6. Escort student/s to principal or delegate and hand over with details of incident and any collected materials.  
7. Attend to other students involved. |
| Principal/delegate management of incident | 8. Continue to monitor student safety.  
9. Throughout, inform student/s of the proceedings, outlining the principles of natural justice as they apply to the situation.  
10. Secure evidence.  
11. Make initial assessment of seriousness of incident, mindful at all times of the need for procedural fairness. Collect information, document, seek advice, as appropriate. (See below)  
12. Determine the next level of involvement. |
| Note: If it is determined that police presence is required by law, the role of the principal/delegate investigating the incident is suspended pending police investigations. | 13. Suspected use/possession/distribution of illegal substance, drug paraphernalia or unidentified substance.  
14. Contact police to investigate/identify. Contact regional office.  
15. Contact parents. If police are involved, be guided by them in this matter. |
| | 13. Suspected use/possession/distribution of legal substance but illegal behaviour (e.g. alcohol).  
14. Contact police for advice, clarification or notification. Notify regional office.  
15. Determine other participants for a school-based response: student advocate when not a parent, procedural observer, translator. Ensure all participants understand proceedings and roles. |
14. Use professional judgment to determine if need to inform police e.g. regarding community safety.  
15. Treat the student as unwell, implementing the school’s processes for managing unwell students.  
16. Contact parents/caregivers to collect unwell student. |
| | 13. No substance, no confession of drug use but unusual behaviour suggests drug use.  
14. Where necessary, establish and implement student development plans, mindful of learner wellbeing including:  
17. Consider whether mandatory reporting is required.  
18. Report critical incident through Incident and Response Management System (RMIS) as required.  
19. Apply processes and consequences as per school’s behaviour and/or drug policy. Consider responses which are educative, punitive and deterrent to support student wellbeing and engagement in learning. Involve participants. Keep stakeholders informed, including right of appeal.  
20. Where necessary, establish and implement student development plans, mindful of learner wellbeing including:  
21. Debbrief staff and review school policy.  
- ongoing educational support  
- offering counselling options  
- re-entry planning if student has been on ‘take home’, suspended or excluded. |

For advice contact, as appropriate: local police or telephone131 444; DECS: regional office; Drug Strategy 8226 1287; Legislation and Legal Services 8226 1555; Communications 8226 7904.

See also http://www.decs.sa.gov.au/drugstrategy > Key Documents and Policies

Contents (which can be downloaded as separate documents) include:

DECS Policy statement

Part 1: Introduction

Part 2: Important issues around schools and drugs
What is a drug-related incident? Differentiating: legal, unsanctioned and illicit. Searching, drug testing. Managing personal disclosure. Parents as partners. Supporting Aboriginal students and those from culturally or linguistically diverse backgrounds. The need for professional judgment. Managing the media

Part 3: Managing suspected drug-related incidents
Quick drug reference for school communities. Managing suspected drug-related incidents in overview. Initial procedures for staff at incident. Principal/delegate management of incident. Determining consequences and following actions

Part 4: Developing a school policy
Why have a whole school approach to drug education and intervention? Why have a school policy for intervention? Developing common understandings. Exemplar of a school drug policy

Appendix A: Incident management roles and documentation
Appendix B: Legal status of drugs
Appendix C: Legal obligations
Appendix D: Principles of natural justice
Appendix E: Scenarios: includes new alcohol-related scenario
Appendix F: Frequently asked questions: with new section, Considering issues related to alcohol

Support services

References

Contact for advice and/or to inform:

Emergency: Telephone 000

SAPOL: 131 444 for urgent attention or local police or Crime Stoppers 1800 333 000

Regional office (for advice and to inform)
DECS Drug Strategy (for advice) 8226 1287
DECS Legislation and Legal Services (for advice) 8226 1555
DECS Communications (for media advice) 8226 7904

For complete list see Intervention matters: Support Services